
UNIVERSITY OF WYOMING REGULATIONS

Subject: Regulations Relating to Private Fund Raising Activities Within the University

Number: UW Regulation 12-1



I. GENERAL INFORMATION

Seeking and obtaining private contributions as a supplement to appropriated and other public monies for the support of the University and its many and varied programs and projects is the primary task of the Office of Institutional Advancement – through the University of Wyoming Foundation. In order to accomplish this task, the cooperation and support of all segments of the University is vital. It is important to have one central office that evaluates, coordinates, and documents private fund support.

II. ACCOUNTS AND FUNDS

All contributions for the use and benefit of any activity, college, department, program, students, or purpose of the University must be promptly reported to the Vice President for Institutional Advancement, who serves as the President/CEO of the UW Foundation, and deposited into such account or fund as the latter may direct, after consultation with appropriate University officers. The Vice President for Institutional Advancement shall be responsible for the coordination of the acceptance, deposit, and administration of private gifts, or devises, and shall provide assistance and direction to University personnel related to gifts.

III. GIFTS IN KIND

All gifts of property (real and personal), corporate stocks and bonds, or other property of similar nature shall be reported to and channeled through the Office of Institutional Advancement. The Office of Institutional Advancement shall be responsible for securing and filing the appropriate deeds, titles, bills of sale, trust instruments or other documents of a similar nature to assure proper conveyance and acceptance of such gifts. The Office of Institutional Advancement shall be responsible for maintaining a centralized depository for all documents or correspondence related to private gifts, bequests or trusts to the University.

IV. APPRAISALS

University officers, employees or agents shall not render or become directly involved in appraising gifts of real or personal property made to the University.

V. ACKNOWLEDGMENT OF GIFTS

The Office of Institutional Advancement shall be responsible for acknowledging, receiving, and recording all gifts to the University.

VI. SOLICITATIONS

All fund drives or solicitations shall be sponsored, sanctioned or pursued by the Office of Institutional Advancement in coordination with the campus entities identified as the gift beneficiaries. All campus fund raising initiatives will be approved by the UW President in consultation with the University Board of Trustees.

Responsible Division/Unit: Division of Institutional Advancement

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History:

University Regulation 33; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 9/12/2014 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 3-33, now UW Regulation 12-1